

Design Review Board
December 4, 2019

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, DECEMBER 4, 2019, AT 6:30 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

BOARD MEMBERS:

Chairman Pierce	Present
Vice Chair Prud'homme-Bauer	Present
Board Member Branam	Present
Board Member Lindner	Present
Board Member Kaempfe	Present

STAFF:

Community Development Director Ruth Mayday
Project Manager Mike Gray
Town Clerk Mary Ellen Dunn

A **Special Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, December 4, 2019, at 6:30 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

1. AGENDA ITEM: CALL TO ORDER: Chairman Pierce called the meeting to order at 6:38 p.m.

2. AGENDA ITEM: ROLL CALL: Project Manager Gray called roll.

3. AGENDA ITEM: PUBLIC COMMENT:

- a. The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE minutes**.

No public comment.

4. AGENDA ITEM: MINUTES:

- a. Consideration of the **Special Meeting Minutes of November 20, 2019.**

Chairman Pierce noted an error in the agenda, which states the meeting was held on November 21, instead of November 20, the correct date on which the meeting actually took place. The minutes to be signed note the correct date.

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Motion to approve the minutes as presented by **Vice Chair Prud'homme-Bauer**.
Seconded by **Board Member Kaempfe**.

Chairman Pierce	Aye
Vice Chair Prud'homme-Bauer	Aye
Board Member Branam	Aye
Board Member Lindner	Aye
Board Member Kaempfe	Aye

The motion carried and was unanimously approved.

5. AGENDA ITEM: REPORTS: Chairperson and Member Report:

Interim Chair Prud'homme-Bauer Made in Clarkdale opens on December 5th, and the gala event is on Friday night the 6th.

Chairman Pierce described his recent meeting with **Community Development Director Mayday** on Sustainability initiatives.

Chairman Pierce brought up a question previously posed by **Board Member Lindner** about what would trigger Design Review of changes to existing building permits – specifically in reference to a roll-up door that was installed on an historic building with an existing building permit. **Vice Chair Prud'homme-Bauer** requested to address this later in the agenda. **Community Development Director Mayday** indicated this would be addressed in the new business items.

6. AGENDA ITEM: NEW BUSINESS:

a. PRESENTATION/DISCUSSION: On the Sustainable Development Guidelines adopted by Town Council in October 2018.

Project Manager Gray presented.

Chairman Pierce asked staff to investigate ADEQ requirements for water harvesting in commercial applications.

Board Member Kaempfe requested clarification on the legality of using water that falls on residential property, specifically sheet flow from one property to another.

Community Development Director Mayday offered a recommendation to ensure flow is not altered so that it adversely affects other properties.

Vice Chair Prud'homme-Bauer summarized the intent of the guidelines.

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Board Member Branam requested the website location of the Town's recommended plant list.

b. DISCUSSION ONLY: Review of Criteria for and purview of Design Review Board.

Staff was unable to open the file for this presentation and requested the item be presented at the next regular meeting of the DRB.

c. DISCUSSION: SPECIFIC AREA PLANS

- i. Broadway**
- ii. Bitter Creek**
- iii. 89A**
- iv. Downtown**

Community Development Director Mayday presented.

Board Member Kaempfe requested information on specific parcels in the Industrial area. Director Mayday stated those parcels are privately owned.

Board Member Lindner asked about the process of including the Superintendent's house in the Arts & Entertainment District.

Chairman Pierce asked what utilities are available along the Broadway corridor. Water and sewer vary in areas, and Public Utilities has maps with that information.

Vice Chair Prud'homme-Bauer offered some historical perspective on the Superintendent's house. She also brought up the list of challenges for the Downtown area lists "Not on SR89A" as one of the challenges and pointed out that Downtown is on Historic SR89A. **Community Development Director Mayday** replied this is covered in the portion of the presentation that covers Broadway. Paid compliment for presentation.

d. DISCUSSION ONLY: Text amendment process

Community Development Director Mayday presented.

e. DISCUSSION OF PROPOSED TEXT AMENDMENTS TO CHAPTER 11

Discussion of amendments to Chapter 11 DESIGN REVIEW AND SITE PLAN REVIEW of the Town of Clarkdale Zoning Code.

Community Development Director Mayday presented.

Chairman Pierce requested confirmation that these text changes are being proposed by staff. He also requested clarification around staff approval of site plan review. Director Mayday reiterated site plan review requires professional expertise possessed by staff, but not by the boards, commissions or Town Council, and that staff's approval of a site plan would not need further approval.

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Vice Chair Prud'homme-Bauer observed this seems to clean up the process, and **Community Development Director Mayday** agreed this makes better use of the Board's time and skills with respect to design.

Community Development Director Mayday responded to **Vice Chair Prud'homme-Bauer** and confirmed that DRB would still review signs.

Chairman Pierce asks who will be involved in the approval of site plans. He also wanted to know if the DRB would have an opportunity to modify a staff-approved site plan. **Community Development Director Mayday** responded that staff could possibly take DRB input to consider and possibly implement at the staff level, otherwise, the process could extend the application/approval process. The subjective element of appearance would be considered, but that professional criteria like drainage would need to over-ride any conflicting subjective recommendation by DRB.

Board Member Lindner inquires what process is in place to prevent commercial development from neighboring an existing residential use. He cites the specific example of a residence built in 1982 that is now across Lisa St from the Dollar General Store. **Vice Chair Prud'homme-Bauer** states the 89A overlay District was there when the home was built and that the zoning is (C) Commercial. A discussion ensued around zoning, buffering and frontage roads in the area. **Board Member Lindner** was also concerned that the DRB should have an opportunity to correct any issues staff might have missed – He cited parking at the recent #1 Food Store project and believed staff missed items like ADA parking. **Community Development Director Mayday** responded that the Town does not have criteria for ADA parking in the Town's code, but also that she was not involved in the project. **Project Manager Gray** pointed out the applicant was instructed by staff to install ADA accommodations, and that they did comply. **Board Member Lindner** agrees but states this did not appear on the original plans. **Project Manager Gray** recalled this was a point of discussion in CDD but that the original application was limited to Phase I of the improvements and only related to the canopy, the monument sign and the driving surfaces. #1 Food Store would likely be required to provide additional ADA accommodations when they improve the store building.

Chairman Pierce stated his respect for professional evaluation of site plans but also was concerned about the overlap of aesthetic design elements. **Community Development Director Mayday** acknowledged the current arrangement allows DRB to over-ride even expert staff (used the example of drainage and engineering), and this could put the Town at risk of lawsuits in the event of a preventable catastrophe as a result of changes made by DRB.

Vice Chair Prud'homme-Bauer requested clarification on the process for review that would include both expert staff and the DRB, and if DRB would have an

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opportunity to challenge the approved plan. **Community Development Director Mayday** explains an application would come to DRB for review after staff approval of the site plan. **Chairman Pierce** re-phrases the expression "challenge" to include collaboration with staff on applications. **Community Development Director Mayday** agrees, but maintains when necessary, expert staff must override recommendations by DRB.

7. FUTURE AGENDA ITEMS:

a. **PUBLIC HEARING:** TEXT AMENDMENTS TO CHAPTER 11, DESIGN REVIEW AND SITE PLAN REVIEW of the Town of Clarkdale Zoning Code.

b. **DISCUSSION ONLY:** Review of Criteria for and purview of Design Review Board. This item was postponed from the meeting held on December 4, 2019.

Community Development Director Mayday states one of the topics in this postponed item dealt with concerns voiced at the last meeting regarding a roll-up door that was installed in an historic building. She states a near-future agenda item will include standards for design elements in the historic district. The ASU Project Cities program will be working on this and it was proposed at one of the recent meetings that the students come and meet with DRB.

Board Member Branam requested this meeting take place during a regular DRB meeting. She recommended the possibility of adjusting the regular meeting time to allow for such a meeting. **Community Development Director Mayday** agrees this is reasonable and will discuss with ASU.

8. ADJOURNMENT:

The meeting was unanimously adjourned at 8:08 PM.

APPROVED BY:



Chairman

Michael Pierce

SUBMITTED BY:



Project Manager

Mike Gray

